

**January 2, 2023**

Board members present for regular session at 9:00 a.m. were: Baier, Hoadley, Twombly, Walker and Wedemeyer.

Also present: Mandy Berg, Shantel Baier, Melissa Larson, and Caleb Nelson. Ric Hansen – KJAN, Jennifer Nichols – Atlantic News Telegraph, Dominic Johnson joined via conference call.

All motions were approved unanimously unless noted otherwise.

Due to heightened public health risk from the coronavirus outbreak, the Board Meeting was held via conference call pursuant to Iowa Code section 21.8 along with in person attendance.

**OATH OF OFFICE:** Timber Woosley, Auditor’s Clerk and Notary, administered the Oath of Office to Nathan Baier, Jodie Hoadley, Melissa Larson, Janelle Schneider, and Brenda Wallace. Shantel Baier and Larson exited at 9:05 a.m.

Auditor Berg opened the meeting.

**2023 CHAIR AND VICE CHAIR:** Moved by Hoadley and seconded by Wedemeyer to nominate Jerry Walker as the 2023 Chair. Approved. Chairman Walker took over the proceedings of the meeting. Moved by Wedemeyer and seconded by Baier to nominate John Twombly as the 2023 Vice Chair. Approved.

**ORGANZATIONAL RESOLUTION:** Moved by Wedemeyer and seconded by Twombly to approve **Resolution #2023-01** – Be It Resolved by the Adair County Board of Supervisors that their regular meeting days be set for each Wednesday of the month and the claims schedule will be set by the Auditor. No bills will be allowed unless they carry the approval of the officer empowered to order same. All claims must be itemized in full, with vendor invoice and signed by office head. Claims must be filed in the Auditor’s office by 3:00 p.m. two business days preceding the Board meeting day they are to be approved. Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

**APPOINTMENT OF CLERK & DEPUTIES RESOLUTION:** Moved by Twombly and seconded by Hoadley to approve **Resolution #2023-02** – Number And Appointment of Deputies, Assistants and Clerks. WHEREAS, pursuant to Chapter 331.903.1 of the Code of Iowa (2018), the number of deputies, assistants and clerks for each office shall be determined by the Board of Supervisors and the number and approval of each appointment shall be adopted by a resolution and recorded in the minutes of the Board. Therefore Be It Resolved that the county officials elected in November 8, 2018 Election shall be allowed the following number of deputies, assistants, and clerks for their respective offices: The County Attorney shall be allowed one part-time Paralegal and one part-time Legal Assistant; The County Treasurer shall be allowed two full-time Treasurer Clerks and one full-time Deputy Treasurer; The County Recorder shall be allowed one full-time Deputy Recorder and one part-time Recorder Clerk. BE IT FURTHER RESOLVED that the Board of Supervisors approve the appointments of the following staff members to fill the positions authorized above:

<u>County Attorney Staff</u>	<u>County Treasurer Staff</u>	<u>County Recorder Staff</u>
Paralegal: Donnell Griffith	Deputy Treasurer: Marilee Kerber	Deputy Recorder: Mandy Dolan
Legal Assistant: Nellie Griffith	Motor Vehicle Clerk: Cindy Lundy	Recorder Clerk: Joni Raper
	Driver’s License Clerk: Bethany Smith	

Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved. Nick Kauffman entered at 9:08 a.m.

**CHAIRMAN AUTHORIZATION RESOLUTION:** Moved by Baier and seconded by Wedemeyer to approve **Resolution #2023-03** – Chairman of Board of Supervisors Authorized to Sign Contracts, Deeds, Etc. Be It Resolved by the Adair County Board of Supervisors, that Jerry Walker, Chairperson of the Adair County Board of Supervisors, for the year 2023, is hereby designated, authorized, and empowered on behalf of the Adair County Board of Supervisors, to sign contracts, deeds, and other necessary and lawful papers on behalf of Adair County, including documents for the USDA. Be It Further Resolved, that in the absence of the chair, the Vice-Chairman, John Twombly is hereby authorized to sign documents. Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

**TRAVEL POLICY RESOLUTION:** Moved by Twombly and seconded by Hoadley to approve **Resolution #2023-04** – Adair County Travel Policy. Reimbursement for travel will be according to the Adair County Personnel policy or applicable union contract with the following limitations: Daily single lodging rate reimbursement or payment shall not exceed the lowest negotiated ISAC or ISAC affiliate price per day plus tax and for Non-ISAC meetings shall not exceed the lowest government price offered. An original receipt or bill must be presented for payment. Meal reimbursements if applicable will not exceed the following amount with original itemized receipt required: \$40/day. The County will not reimburse for tip or alcohol. Exceptions shall be made for meals included as part of school of instruction registration fee. The 2023 mileage reimbursement rate will be set at the IRS Rate for county employees on county business. The Sheriff will use the IRS Standard Mileage rate for functions billed for service within the office of the sheriff. The Veterans Affairs will pay the VA Transport Drivers \$0.10 above the IRS Standard Mileage rate. Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

**2023 COUNTY HOLIDAYS:** Moved by Baier and seconded by Twombly to approve the following 2023 County Holidays and Safety Days: President’s Day – February 20, Memorial Day – May 29, Independence Day – July 4, Labor Day – September 4, Veteran’s Day – November 10, Thanksgiving – November 23 and 24, Christmas – December 25 and 26, and New Year’s Day – January 1, Juneteenth – June 19<sup>th</sup> (Safety Day 1) and Columbus Day – October 9<sup>th</sup> (Safety Day 2). Approved.

**MASTER MATRIX RESOLUTION:** Moved by Twombly and seconded by Baier to approve **Resolution #2023-05** – Construction Evaluation Resolution. Whereas, Iowa Code section 459.304(3) sets out the procedure if a board of supervisors wishes to adopt a “construction evaluation resolution” relating to the construction of a confinement feeding operation structure; and Whereas, only counties that have adopted a construction evaluation resolution can submit to the Department of Natural Resources (DNR) an adopted recommendation to approve or disapprove a construction permit application regarding a proposed confinement feeding operation structure; and Whereas, only counties that have adopted a construction evaluation resolution and submitted an adopted recommendation may contest the DNR’s decision regarding a specific application; and Whereas, by adopting a construction evaluation resolution the board of supervisors agrees to evaluate every construction permit application for a proposed confinement feeding operation structure received by the board of supervisors between February 1, 2023 and January 31, 2024 and submit an adopted recommendation regarding that application to the DNR; and Whereas, the board of supervisors must conduct an evaluation of every construction permit application using the master matrix created in Iowa Code section 459.305, but the board’s recommendation to the DNR may be based on the final score on the master matrix or may be based on reasons other than the final score on the master matrix; Now, Therefore, Be It Resolved By The Board Of Supervisors Of Adair County that the Board of Supervisors hereby adopts this construction evaluation resolution pursuant to Iowa Code section 459.304(3). Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

**FY23 AUDIT SERVICES:** Moved by Wedemeyer and seconded by Twombly for the Auditor to send a letter to the Auditor of State requesting that they perform the FY23 Audit. Approved.

**PUBLIC HEARING – FY23 BUDGET AMENDMENT:** Moved by Twombly and seconded by Wedemeyer to open the public meeting for the FY23 Budget Amendment at 9:16 a.m. Auditor Berg went over the numbers and reasons for the budget amendment. No comments were received by the Supervisors or the Auditor’s office.

**FY23 BUDGET AMENDMENT APPROVAL:** Moved by Twombly and seconded by Hoadley to close the public hearing at 9:19 a.m. Moved by Wedemeyer and seconded by Hoadley to approve **Resolution #2023-06** – Approval of FY23 Budget Amendment. Be It Resolved by the Adair County Board of Supervisors, that the amended budget for fiscal year 2023 be approved as published in the official newspapers of the county on December 21<sup>st</sup> & December 22<sup>nd</sup>, 2022. Roll Call Vote: Roll call vote: Baier, aye; Hoadley, aye; Twombly, aye; Walker, aye; and Wedemeyer, aye. Approved.

**FY23 BUDGET AMENEMENT APPROPRIATIONS:** Moved by Twombly and seconded by Hoadley to approve **Resolution #2023-07** – Appropriations. FY2023 Appropriations Increases as per Budget Amendment 01/02/2023. Be It Resolved by the Adair County Board of Supervisors this 2<sup>nd</sup> day of January, 2023 that the following increases in the following departments:

01	Board of Supervisors	\$799,225	+	\$4,967	=	\$804,192
06	Clerk of Court	\$21,775	+	\$30,000	=	\$51,775
20	Engineer	\$13,951,045	+	\$342,409	=	\$14,293454
28	Medical Examiner	\$15,000	+	\$5,000	=	\$20,000

Roll Call Vote: Wedemeyer, aye; Hoadley, aye; Baier, aye; Twombly, aye; and Walker, aye. Approved.

**DESIGNATED OFFICIAL NEWSPAPER:** Two requests were received for the designation of the official newspapers of Adair County in accordance with Iowa Code Chapter 349. The requests were from The Adair County Free Press and The Adair News. Moved by Wedemeyer and seconded by Baier to approve the Adair County Free Press and The Adair News as the 2023 Official Newspapers for Adair County. Approved.

**CLAIMS:** Moved by Twombly and seconded by Wedemeyer to approve the following claims:

GOVCO INC	W31 HARRISON BRIDGE (FIX WOOD CAPS/DRIVE PILE)	\$48,300.00
	<b>GRAND TOTAL</b>	<b>\$48,300.00</b>
0021 - LOCAL OPTION SALES TAX		\$48,300.00
	<b>GRAND TOTAL</b>	<b>\$48,300.00</b>

Approved.

**TAXABLE MILEAGE:** Moved by Hoadley and seconded by Wedemeyer to approve for the taxable mileage for Steve Shelley for \$480.00. Approved.

**SUPERVISORS 2023 BOARD LIST:** Moved by Twombly and seconded by Hoadley to approve the 2023 Board List:

Adair County Safety Committee	Jerry Walker
Adair County Tourism	Jerry Walker
Adair County Wellness	Jerry Walker
Alcohol and Drug Abuse (Zion)	Matt Wedemeyer
Broadband Study Greater Des Moines Partnership	Jerry Walker
ATURA-Regional ISTE Board	John Twombly
ATURA-Regional ISTE Board, Alternate	Matt Wedemeyer
Crossroads Mental Health	Jodie Hoadley
DHS Advisory Board	Jodie Hoadley and John Twombly
De-Cat Governing Board for Creston Cluster	Matt Wedemeyer

DNR Contact Person	Chairman Jerry Walker
E911 Adair County Board	Nathan Baier
E911 (7-County Board)	Nathan Baier and Jeff Vandewater (Designee-Dennis Denton)
E911 (7-County Board), Alternate	John Twombly
Emergency Management, Local Comm	Nathan Baier & Jodie Hoadley, Alternate
Empowerment	Jodie Hoadley
Enterprise Zone Commission	Matt Wedemeyer
Fifth Judicial District-Corrections	Jodie Hoadley and Nathan Baier, Alternate
Hungry Canyons Alliance	John Twombly
Innovative Industries	Nathan Baier
Integrated Roadside Management	Jerry Walker
Jensen-Butler Foundation	Matt Wedemeyer and Nathan Baier
JTPA-Leo/Workforce Investment Act	Jerry Walker
Landfill	Matt Wedemeyer
Landfill, Alternates	All other Board Members
Loess Hills Development & Conservation	John Twombly
MATURA	Jodie Hoadley
Midwest Partnership	Matt Wedemeyer
REAP	Nathan Baier
SICOG	Jerry Walker
Southern Hills Regional MH Board	John Twombly
Southern Hills Regional MH Board, Alternate	Jerry Walker
Southern Iowa Trolley	Nathan Baier

Approved.

**ADA COORDINATOR APPOINTMENT:** Moved by Twombly and seconded by Hoadley to appoint Jerry Walker as the ADA Coordinator. Approved.

**CONDEMNATION COMMISSION:** Moved by Twombly and seconded by Hoadley to appoint the following to the Condemnation Commission:

<u>Farmers Owner-Operated</u>	Todd Van Eaton	<u>Owners Of City Property</u>	Barb Riley
T J Ross	<u>Licensed Realtors</u>	Marlo Smith	Amy Sivadge
Rodger Rice	Lynne Don Carlos	Ronnie Martin	Peg Scott
Larry Stetzel	Dennis Kellenberg	<u>Persons Having Knowledge</u>	Marc Don Carlos
David Doud	Judy Wedemeyer	<u>Of Property Values</u>	
Roger Jensen	Ryan Frederick	Gail Steward	

Approved.

**CONSERVATION BOARD:** Moved by Wedemeyer and seconded by Twombly to re-appoint John Gruss to the Conservation Board for a 5-year term. Approved.

**BOARD OF HEALTH:** Moved by Baier and seconded by Hoadley to re-appoint Kathy Rohrig and to a 3-year term on the Board of Health. Approved.

**MEDICAL EXAMINER:** Moved by Wedemeyer and seconded by Baier to re-appoint Dr. Tim Pearson as Medical Examiner with deputies Dr. Glen Hanson and ARNP Molly Hennigar. Approved.

**CIVIL SERVICE:** Moved by Twombly and seconded by Hoadley to re-appoint Dave Sickles and Dean Dwyer to a 3-year term on the Civil Service Board. Approved.

**WEED COMMISSIONER:** Moved by Twombly and seconded by Baier to re-appoint Nathan Jensen as Weed Commissioner. Approved. Jeff Vandewater entered at 9:42 a.m.

**EMPOWERMENT OF ENGINEER:** Moved by Twombly and seconded by Hoadley to approve **Resolution #2023-08** – Empowerment of County Engineer. Be It Resolved by the Board of Supervisors of Adair County, Iowa, that, effective January 2, 2023, Nicholas N. Kauffman, P.E., the County Engineer of Adair County, Iowa, be and is hereby designated, authorized and empowered on behalf of the Board of Supervisors of said County to execute the certification of completion of work and final acceptance thereof in accordance with plans and specifications in connection with all Farm-to-Market and Federal or State aid construction projects in this county. Roll Call Vote: Walker, aye; Twombly, aye; Wedemeyer, aye; Baier, aye; and Hoadley, aye. Approved.

**DESIGNATION OF COUNTY ENGINEER:** Moved by Wedemeyer and seconded by Baier to approve **Resolution #2023-09** – Designation of County Engineer for Utility, Telecommunication Permits. Be It Resolved by the Adair County Board of Supervisors, that effective January 2, 2023, Nicholas N. Kauffman, P.E., Adair County Engineer, be and is hereby designated, authorized, and empowered on behalf of the Adair County Board

to execute utility and telecommunication permits on the county Right-of-Way through calendar year 2023, However, if Engineer Kauffman is absent, Sawyer Hansen, the Assistant to the County Engineer, shall approve all utility and telecommunication permits. Roll Call Vote: Walker, aye; Twombly, aye; Wedemeyer, aye; Baier, aye; and Hoadley, aye. Approved. Vandewater exited at 9:46 a.m.

**TITLE VI NON-DISCRIMINATION POLICY:** Moved by Twombly and seconded by Baier to approve **Resolution #2023-10** – Adair County Title VI Non-Discrimination Policy. Be It Resolved That The Adair County Board Of Supervisors Continues To Endorse The Title VI Non-Discrimination Policy As Approved On September 26, 2012 And Filed With The Office Of Employee Services – Civil Rights Of The Iowa Department Of Transportation On October 3, 2012. This Policy Names Nick Kauffman, The Adair County Engineer, As The Person Responsible For Initiating And Monitoring Title VI Activities, Preparing Reports And Performing Other Responsibilities, As Required By 23 Code Of Federal Regulation (CFR) Part 200 And 49 CFR Part 21 For Adair County, LPA, (The Local Public Agency). Roll Call Vote: Walker, aye; Twombly, aye; Wedemeyer, aye; Baier, aye; and Hoadley, aye. Approved.

**AUTHORIZING PERSONNEL TO ISSUE PERMITS RESOLUTION:** Moved By Baier And Seconded by Twombly To Approve **Resolution #2023-11**– Authorizing Personnel To Issue Permits. WHEREAS, The Board Of Supervisors Is Empowered Under Authority Of Sections 321.1 Of The Code Of Iowa To Issue Permits For The Movements Of Machines, Vehicles, Or Loads, Or Combinations Thereof Which Exceed The Maximum Dimensions And/Or Weights Specified In Section 321.452 To 321.466 But Within Limitations Of Chapter 321E Upon Secondary Roads Under It's Jurisdiction, And, Whereas, It Is Important That Such Permits Be Issued By Persons Familiar With The Statutes And Regulations Relating To Such Permits And Also With Limitations Of The County's Roadways, Road Surfaces, And Structures Along The Selected Or Designated Routes, Now, Therefore Be It Resolved By The Adair County Board Of Supervisors That The Adair County Engineer, Nicholas N. Kauffman, And The Following Named Employees Of The Secondary Road Department (Sawyer Hansen, Kevin Pickrell, And Janelle Meisenheimer) Be Authorized To Issue And Sign Special Permits For Movement Of Vehicles Of Excessive Size And Weight Upon Adair County Secondary Roads In Accordance Of Said Chapter 321E. Roll Call Vote: Walker, aye; Twombly, aye; Wedemeyer, aye; Baier, aye; and Hoadley, aye. Approved.

**ENGINEER: Activities and Maintenance Report** – Engineer Kauffman gave an update to the Board on the following projects: N5 Richland Bridge, Cohron notice of demolition to DNR, cutting brush, stockpiling rock, N8 Grand River, purple wave check came through, used up diesel contract, electrician still working on fuel tank – have paid \$186,000 so far and expecting a 13-year return on money.

**ADJOURNMENT:** Moved by Twombly and seconded by Wedemeyer to adjourn at 9:57 a.m. Approved.

**ADAIR COUNTY BOARD OF SUPERVISORS:** \_\_\_\_\_ Jerry Walker, Chairman

**ATTEST:** \_\_\_\_\_ Mandy Berg, Auditor